

# VACANCY



Bank of St. Helena Ltd.

## Credit Control Officer

*Commencing at £11,748 per annum*

Bank of St Helena Limited is seeking to recruit a suitable person to fill the new and exciting position of Credit Control Officer.

The Credit Control Officer will report to the Lending Services Manager and will be responsible for the debt recovery for Bank of St Helena by monitoring loan repayments and unauthorised overdrafts. They will also be responsible for educating and supporting clients to manage their payment options, finding appropriate resolutions to their payment queries or issues and negotiate payments and payment plans with clients.

The position will require the successful candidate to have the ability to identify potential debt risks, be able to work with the Bank's Legal Representative to initiate legal proceedings on non-performing loans via the St Helena Court system, be highly motivated, have a high level of accuracy, and good organisational and time management skills.

In addition, the successful candidate must be flexible to work demands, have experience of working in a customer service environment and ideally have a qualification in Banking and/or Finance, or be willing to work towards one.

Candidates should also possess:

- GCSE's in Mathematics and English at Grade C or above;
- Excellent written and verbal communication skills;
- Experience working in Accounts Receivable, Credit Control or similar;
- Ideally having some understanding of legal matters.

Interested persons can contact the Lending Services Manager on (+290) 22390 or email [lendingmanager@sainthelenabank.com](mailto:lendingmanager@sainthelenabank.com) for more information.

An Application form and job profile is available upon request from the Bank and can be viewed on our official website. Completed application forms should be addressed to the Human Resources Manager, Market Street, Jamestown or emailed to [hrmanager@sainthelenabank.com](mailto:hrmanager@sainthelenabank.com).

**Closing date for applications is Friday, 20 June 2025.**

***Choose a career with Bank of St Helena and enjoy competitive benefits.***



Bank of St. Helena Ltd.

Established and regulated in St Helena under the Financial Services Ordinance, 2008 and 2017, the Financial Services Regulations, 2017, the Company Ordinance, 2004 and the Company Regulations, 2004



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